

LIDLAW PERFORMING ARTS CENTER

PUBLIC USERS EVENTS SCHEDULING AND PROCEDURES FOR CHARGES AND BILLING

Insurance

For public events, the University of South Alabama requires that the event sponsoring agency have a one million dollar liability insurance policy with an annual aggregate policy of three million dollars in effect to cover the event(s). Organizations or individuals who need assistance acquiring such coverage should contact USA's Risk Management Office (251-460-6232). Proof of the required insurance must be on file with the Department of Music before any public event may commence. Events canceled due to lack of insurance will forfeit deposits, pending review.

Scheduling/Damage Deposit

For public events, a scheduling and damage deposit per room per event is required. The deposit(s) must be on file with the Department of Music in order for the event to remain officially scheduled on the department calendar. If the event is canceled within 14 calendar days of the event date, the scheduling and damage deposit is nonrefundable, pending review. If the facility is damaged during use (by the user or event attendees), the deposit is forfeited and the user will be responsible and billed directly for damages in excess of the deposit. If final payment for use of the facility is not made more than 14 calendar days in advance of the event date, the event may be canceled and the deposit forfeited, pending review.

Scheduling

All public events will be scheduled through the events coordinator in USA's Department of Music. Events are officially on the calendar only upon receipt and approval of the application and receipt of the scheduling/damage deposit. Events not officially on the calendar may be removed at any time pending receipt of another entity's approved materials. Events may also be removed from the calendar if final payment for use of the facility is not made more than 14 calendar days in advance of the event date. Event approval must meet the *USA Camps, Conferences and Special Events Policy*.

Payment

Payment-in-full for an event must be received by the Department of Music no later than 14 calendar days in advance of the event date. Payments will be refunded (minus deposit) if an event is canceled earlier than 48 hours before the scheduled event starting time. If the Department of Music has incurred any expenses in connection with the canceled event, any refund will be made minus those expenses. Events canceled less than 48 hours before the scheduled event starting time will not be refunded, pending review.

Billing

Billing for an event will be made by the department upon receipt of the approved application. The scheduling/damage deposit should be submitted at the time it is learned the application has been approved. Whether or not a bill is received, payment-in-full is always due no later than 14 calendar days before the event.

Make checks payable to "USA Department of Music" and send to:

Event Payments
USA Department of Music
Laidlaw Performing Arts Center Room 1072
5751 USA Drive S., Room 1072
Mobile, AL 36688-0002

Cancellations

Any cancellations must be verifiably received in person or in writing by the Department of Music to be official. (Verification of